

Job Opportunity Bulletin

Post Date: APRIL 17, 2017

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: MAY 1, 2017

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **506-213-8352-002**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The Community Development and Housing Section (CDHS) is responsible for the day-to-day administration of the Community Placement Plan, housing programs, and Statewide Specialized Resource Service (SSRS). Through these programs, CDHS assists regional centers to expand the development of resources in the community to ensure individuals with a developmental disability live in the least restrictive settings based on individualized preferences and needs.

The CPS II is responsible for a wide range of programmatic and analytical duties in the implementation of SSRS, admission of individuals into developmental centers for short-term crisis stabilization, and transition of individuals from Institutions for Mental Disease into the community.

For complete duties, please see the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the position **#506-213-8352-002** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification).

The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY PLACEMENT
COMMUNITY DEVELOPMENT AND HOUSING SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 506-213-8352-002

POSITION DESCRIPTION: The Community Development and Housing Section (CDHS) is responsible for the day-to-day administration of the Community Placement Plan (CPP), housing programs, and Statewide Specialized Resource Service (SSRS). Through these programs, CDHS assists regional centers (RCs) to expand the development of resources in the community to ensure individuals with a developmental disability live in the least restrictive settings based on individualized preferences and needs.

The CPS II is responsible for a wide range of programmatic and analytical duties in the implementation of SSRS, admission of individuals into developmental centers for short-term crisis stabilization, and transition of individuals from Institutions for Mental Disease (IMD) into the community. The incumbent acts as the main contact between the RCs and the Department, tracks and monitors SSRS, and manages a caseload. The duties related to SSRS include, but are not limited to, the development and monitoring of SSRS, ongoing collaboration and coordination with RCs, Regional Resource Development Project (RRDP) staff, and the Department's Developmental Centers Division (DCD) staff, identification of statewide specialized resources, and updating and tracking of specialized resources to meet the unique service needs of individuals with developmental disabilities. For short-term admissions to developmental centers and transition of individuals from IMDs, the position takes a lead role in coordinating the admission and transition activities, including, but not limited to, preparing Department referral information, tracking admission and transition status, monitoring admission and transition timeframes, providing notifications, and processing extensions. The incumbent will respond to inquiries from RCs and provide technical assistance, as needed.

SUPERVISION EXERCISED: None. As lead staff, the incumbent is expected to keep CDHS management informed about significant issues and changes in policies and procedures.

SUPERVISION RECEIVED: The position reports to and is under direction of the Community Program Specialist IV in CDHS.

EXAMPLES OF DUTIES:

Essential Job Functions:

25% Coordinates with regional centers (RCs) to exchange critical consumer and program information. Obtains and updates information in the SSRS database. Reviews vacancy and consumer data reports in the SSRS database. Collects and reviews information submitted by the RCs, RRDP, and DCD. Provides information on residential options to regional centers. Runs data queries, verifies the integrity of the data, and creates/maintains monthly reports and annual Legislative report. Documents ongoing notes related to SSRS program referrals.

Essential Job Functions (cont'd):

- 25% Coordinates the admission of individuals into developmental centers for short-term crisis stabilization, tracks RC requests for admission, prepares referral packets for Department Director review, and provides notification of admission status to RCs and DCD. Monitors admission timeframes and completion of individualized assessments, processes extension requests, and provides notifications for individuals to be discharged. Participates in team meetings to discuss specific needs of individuals.
- 15% Organizes the transition of individuals from IMDs to the community, tracks RC requests for admission, prepares information for Department Director review, and provides notification of transition status to regional centers. Monitors transition timeframes and completion of transition plans and processes extension requests. Participates in team meetings to discuss specific needs of individuals.
- 15% Collects, organizes, maintains, and analyzes information provided by the regional centers, RRDP, and DCD. Reviews community placements and the development of community resources. Prepares, composes, and reviews written correspondence, program documentation, reports, budget proposals, and additional reports as required. Makes recommendations on proposed SSRS and short-term admissions and extension requests to CDHS management.

Marginal Job Functions:

- 10% Provides expert technical assistance and training to regional centers, other state agencies, Association of Regional Center Agencies on the Department's initiatives, including specific requests related to SSRS and short-term admissions to developmental centers and IMDs. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning SSRS and short-term admissions to developmental centers and IMDs to provide accurate information to the requestor.
- 10% Attends meetings or conferences, and participates in other collaborative efforts with other divisions within the Department, other state departments, stakeholders and a variety of other community entities in order to facilitate program implementation and foster relationships.

WORKING CONDITIONS:

Work is performed in an open-spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer, review of documents, making telephone calls, and other job-related tasks for periods of up to four hours. May require working under stressful conditions and irregular hours during peak workload periods. May require occasional overnight travel (up to 10 percent) to locations throughout the State.

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DESIRABLE QUALIFICATIONS:

Computer programs (Outlook, MS Word, MS Excel); principles and practices related to case management, public administration, budgetary preparation and control; economic and community development functions, general problems and planning principles in the development of community resources; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

Utilize a variety of analytical techniques to resolve complex issues; analyze situations accurately and take effective action; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of community services and supports for individuals with developmental disabilities.

CERTIFICATION OR LICENSE: None.